## **Introduction**

Welcome to the initial AAWD Local Chapter Application process! Included in this letter you will find information on chapter formation requirements, what is needed for your chapter application, and how to submit your application paperwork.

**To become an official local chapter, you will need a total of 4 active AAWD members.** This includes at least 4-chapter officers in the roles of President, Vice-President, Secretary and Treasurer.

If there are more interested chapter leaders, you can also create additional officer positions, such as “Social Chair,” “Service Chair,” etc.

We strongly suggest that you download and review the “Chapter Startup Guide” from our website at this link: [https://www.aawd.org/local-chapters/](https://www.aawd.org/wp-content/uploads/2016/02/2018_Revised_AAWD-Local-Chapter-Starter-Guide2.pdf)

## **Chapter Formation Process**

Here is a quick review of all the steps to become a chapter with AAWD:

* **Step 1:** **Submit your chapter officer roster** with at least 4, active members of AAWD. All officers must be local dentists (non-dentists are not allowed to serve as officers).
	+ If needed, please contact the AAWD National office to assist with creating or updating the AAWD National membership dues for your officers.
* **Step 2:** **Sign the AAWD Confidentiality Agreement.**
	+ All AAWD Local chapter officers are required to sign the AAWD Confidentiality agreement and send the signed copy to the AAWD National Office.
* **Step 3:** **Write and** **submit your chapter bylaws.**
	+ The AAWD National office will present you with a sample bylaws document that you can modify and customize to meet the needs of your local chapter.
	+ This is also the area where you can identify local chapter dues. Choose a payment method that works best for your members, whether that is an annual amount when they join or perhaps you simply host paid events for a small fee. (Please note that all chapter members must pay their national membership dues to AAWD to maintain good standing).
* **Step 4:** **Design and submit an estimated 6-month chapter activity plan.**
	+ The AAWD National office will present you with a template to create your chapter activity plan; ***Your chapter plan can be in any format or type of document*** *as long as the same information is presented.*
	+ A big part of your chapter’s success is the ability to communicate and support your members. Your business plan should have an estimated activity schedule for at least 6 months and identify at least 1 potential sponsor in your area.
* **Step 5: (Optional) Submit a chapter contact form.**
	+ It is highly suggested to create a special Gmail account for your chapter so everyone can stay in contact with the chapter leaders (even if the position changes). This email account can also be connected to a chapter Facebook page/group, customized website, or any additional social media.
* **Step 6:** **(Optional) Schedule a review meeting with the AAWD Director of Membership**.
	+ This meeting is to review all of your submitted documents and more specifically, your chapter’s 6-month activity plan to ensure no details were missed. This is the opportunity for the chapter leaders to ask questions, gain advice, and kick-off the chapter leadership.

After receipt of the aforementioned documents, the AAWD National Office will forward any supporting chapter documents such as:

* Local Chapter Startup Guide
* AAWD Legal Chapter Guidelines
* Downloadable AAWD Membership Applications

## **What are the guidelines to create a bank account?**

It is not a requirement for your local chapter to have a bank account. However, if a local chapter chooses to have a bank account, a Federal Employer number is required. Use IRS Form SS-4 to apply for this number.

The bank account should not be established under an individual’s social security number because that individual would be responsible for paying income tax on the monies in the account.

No chapter is allowed to use the name American Association of Women Dentists on their stationery or to open any bank accounts. The association name should read American Association of Women Dentists, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of chapter) Chapter.

## **Additional Chapter Information**

Each chapter is encouraged to have a Social Media platform to engage members more intimately and to get a wealth of information to masses of people at the same time. AAWD has a standard and professional look when starting a Social Media page.

* Facebook:
	+ Name your Facebook group in the format: *“AAWD: [YourLocation] Chapter”*
	+ Once your Facebook group page is created, please send an email to the AAWD Director of Membership and Chapters and allow them to join the group with administrator access.
	+ Please follow the AAWD National Facebook page: <https://www.facebook.com/womendentists/>
* Instagram:
	+ Name the Instagram group in the format: *“AAWD: [YourLocation] Chapter”*
	+ Please follow @womendentists